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23 January 1956

MEMORANDUM FOR: All Project Personnel

SUBJECT: Parking Facilities at 1717 H Street

1. On or about 15 February 1956, Project Headquarters will move to a new location at 1717 H Street, N. W. No government parking facilities will be provided or are available at this location.

2. 1717 H Street has three floors (a basement and two sub-basements) on which parking facilities are available. However, the basement is a regular, commercial parking lot, attended in the normal manner. The two sub-basements have space on each floor for approximately 150 cars, but no attendants are available. The AEC and the Department of State Passport Division occupy that part of the building not occupied by CIA. A space has been rented on one floor by AEC to accommodate 120 cars. They have set up their own parking attendant system, and the cost is \$17.00 per month. The Office of Operations/CIA is negotiating to establish a similar system.

3. Spaces on a monthly basis at the regular parking facility in the basement of 1717 H Street or at an open lot across the street are available for approximately \$25.00 to \$30.00 per month.

4. Project personnel are requested to indicate whether they are interested in joining such a cooperative group for purchase of space, and establishment of attendants presuming the payment to be about \$17.00 per month; this information would be used by the Project Director of Material for negotiation with the Chief, Space, Maintenance and Facilities Branch.

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Assistant Administrative Officer

ADM:km

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